
2009

STIHome - Administrator Login

User Manual

The logo consists of the letters "STI" in a bold, dark red, sans-serif font. The letters are closely spaced and have a slight shadow or depth to them.

Information in this document is subject to change without notice. Student and school data used herein are fictitious unless otherwise noted.

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Software Technology, Inc.
USA Technology and Research Park
307 University Boulevard North
Bldg. IV, Suite 400
Mobile, AL 36688
(800) 844-0884

This document was last modified on June 30, 2009. Any subsequent changes made to the STI applications described herein will be discussed in the release notes that accompany each product's update.

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Overview

About STIHome

STIHome provides parents and students with a means of accessing school information from a remote computer, via the Internet. This information may include:

- Report Card Grades
- Current Class Averages
- Teacher Notes
- Homework Assignments
- School Events
- Attendance
- Discipline
- Student Schedule
- Class Attendance
- Attendance Calendar

Teachers and other school employees may also access STIHome. Options available with the teacher login are as follows:

- School Events
- Planner
- Class Roster
- Attendance
- Attendance Calendar

Internet Explorer Requirements

The followings versions of Microsoft Internet Explorer are required for STIHome:

- PC Users (Windows): Version 6.0 with latest service packs and updates
- Macintosh users
 - Mac OS 9: Version 5.1 with latest service packs and updates
 - Mac OS X: Version 5.2 with latest service packs and updates

Administrator Options / Program Setup

Student/Teacher Accounts

Before a user may log in to STIHome, the school must create a unique *PIN* (*Personal Identification Number*) for each *User ID* that will be used to access the application.

The User ID will always match the student or teacher number. However, PIN'S must be assigned within the STIOffice application. Perform the following steps in STIOffice to do this:

PIN Assignment: Per Student Method

- For each student who will access STIHome (or for each student whose parent/guardian will use the program), open the student demographic record in either **Students | Add/Edit Student Information** or **Student Desktop**.
- Click the **More** button at the bottom of the screen.
- Enter the STIHome PIN in the field provided. The PIN will function as the login password for the selected student.
- Up to eight characters may be used for PIN's. Characters may be alphabetical, numerical or a combination of both.

PIN Assignment: Mass-Assigning PIN's

By default, this option will assign PIN's to any student who does not already have a PIN.

- Go to **Utilities | Students | Assign PIN Numbers**.
- If you have never assigned PIN's to students, click the **Apply** button.
- If you have already assigned PIN's to students and you click **Apply**, only those students without PIN's will be assigned them.

WARNING: Checking the *Overwrite ALL Pin #'s* box will remove and reassign all PIN's to all students. If this option is selected, it will be necessary to inform all students/parents of the PIN change.

Data Upload

STIHome data is drawn from STIOffice. The STIOffice data will be uploaded to an STIDistrict SQL database. You may upload to either a server at the central office in your district or to a server hosted at STI.

STIDistrict Net

Regardless of the method of transferal, the data will be uploaded via STI District Net. By default, the majority of the STIOffice database is uploaded to the STIDistrict database. However, there are several export options within the STIDistrict Net client that allow the user to upload additional data. This additional data is shown in the screen shot from STIDistrict Net below:

Here you can change STI Office and STISets export Settings

School Code: 123

Grades:

Export Options:

- ☒ Period Attendance (ATP)
- ☒ Classroom Module (CRM)
 - ☒ CRM Detail
- ☐ Special Ed (ZXP)
 - ☐ Export Special Ed. Only
- ☐ ExportInactives

Data Directory: c:\sti\ssts2

SETS (Special Ed) Data

☐ Use Default Pictures Directory (SSTS Data Directory\PCX)

Picture Directory:

- The *Period Attendance (ATP)* option will upload Period Absence information.
- The *Classroom Module (CRM)* option will include Lesson Plans, Current Class Averages, and Homework).

Note: Homework MUST be entered on the fourth tab (*Homework* tab) in the Lesson Plan from the STIClassroom Teacher Module.

- The *CRM Detail* will include Grade Book Activities.

These options must be checked in order for STIHome users to be able to view Current Class Averages, Graded Assignments and Class Attendance from within STIHome. If any of the data is not displayed in STIHome, the first troubleshooting step would be to ensure that these options have been selected in STIDistrict Net. An **Upload All** must be performed after changing any of these options.

Note: There will be a delay as the data is uploaded and imported into the STIDistrict SQL database.

For school systems which upload their STIOffice data to STI: Verify that the system has the proper *Site* settings on the *Transport* tab for the site. The correct settings should be as shown below:

The screenshot shows a Windows-style dialog box titled "Site" with a tabbed interface. The "Transport" tab is selected. At the top, a blue banner reads "STI District Export Sends Data to the District Office. Choose your method and settings." Below this, the "Method" section has two radio buttons: "File Transport Protocol (FTP)" (selected) and "File Copy". To the right of the FTP option is a "Keep Export Files for" field set to "7" days. Below the "File Copy" option is a checked checkbox for "Use Default Backup Dir (DistrictNetServer\Backups)" and an empty "Backup Directory" text box. The "FTP Properties" section contains fields for "FTP Server:" (69.85.239.21), "User Name:" (iiiod), and "Password:" (masked with asterisks). There is also an unchecked checkbox for "Disable PASV". Below this is a section with an unchecked checkbox for "Use Default Location" and a "Location:" text box containing "/daisiupl". At the bottom are "Apply", "Cancel", and "Close" buttons.

- **FTP Server:** The address is 69.85.239.20.
- **User Name:** iiiod
- **Password:** iiiod
- **Use Default Location:** UNCHECK this box.
- **Location:** Clear this field.

Click the **Apply** button to save any changes.

Data Entry in STIHome

Most data entry for the information shown in STIHome is performed through either STIOffice or the STIClassroom Teacher Module. However, some data may be entered through the STIHome Teacher's Login or School Administrator Login.

Teacher Notes

There are several areas in STIHome in which teachers may enter or display Teacher Notes. These notes are entered per student/per class through the **Class Roster** link by clicking on a particular student in a particular class. The notes will then appear in STIHome to users who are logged on as students (which would include parents) when they select the **Teacher Notes** link and then click on the number preceding the applicable course name.

Teacher Comments and Activity Comments

Teacher comments may also be seen on the *Current Class Averages* page. These comments are entered per student in the STIClassroom Teacher Module's *Grade Book* screen by highlighting ANY score in the *Activity* column for a student and then clicking the **Enter Comment** button on the toolbar (this may also be accomplished by right-clicking on the score in the *Activity* column and choosing **Enter Comment** from the pop-up menu). DO NOT confuse this teacher comment with an *Activity Comment*, which is visible on the *Homework Assignments* page in STIHome. Activity Comments are entered per score and are entered in the Teacher Classroom Module's *Grade Book* by double-clicking on a particular score for a particular student and then entering the comment about the score on the *Comment* tab.

Report Card Comments

Report Card Grades in STIHome may also have comments. These comments are entered through the *Manual Grade Entry* portion of the Teacher Classroom Module.

Customizing STIHome

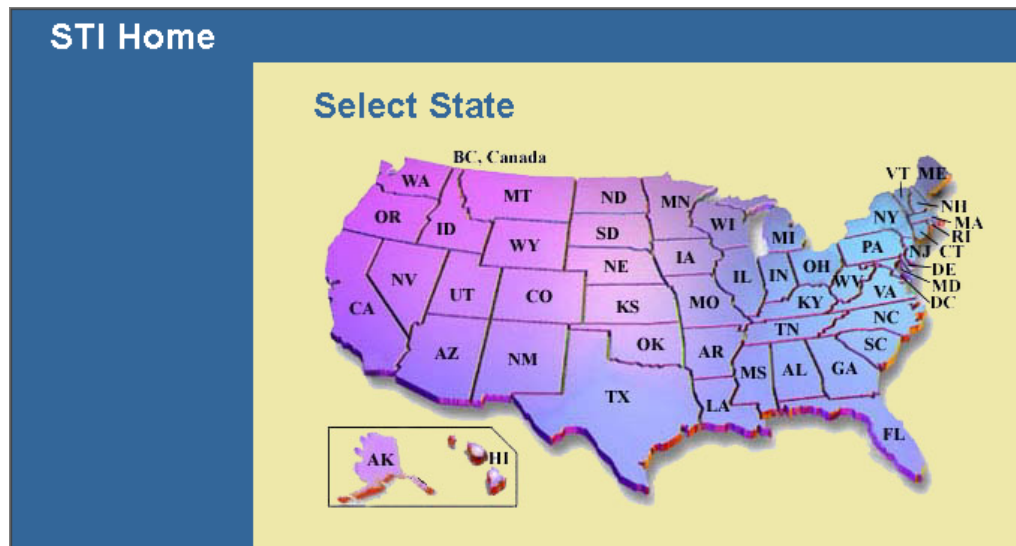
Customization options are available for STIHome. The user may enable or disable various links in the program. Please contact STI Technical Support by phone at (877) 844-0884 or via the Web site at <http://support.sti-k12.com/> for assistance.

Getting Started

Logging In

The URL for STIHome is <https://home.sti-k12.com/default.htm>.

- To log in to the program, click on your state in the opening screen.



- Select your district from the drop-list in the next screen and then click the **Submit** button to proceed.

STI Home

Select District

State: Alabama

If this is not your state, click [here](#) to change it.

Select your school district below, then click the "SUBMIT" button.

Test District

- Select your school from the drop-list that appears next and click **Submit**.

STI Home

Select School

State: Alabama
District: Test District

If the State or District is incorrect, click [here](#) to change it.

Select your school below, then click the "SUBMIT" button.

TEST SCHOOL Submit

- The *Login* screen will appear. Select the appropriate type of login (*Student* or *Teacher*) and then enter your ID Number and PIN in the spaces provided. Click **Submit** to log in.

STI Home

Login
Admin Login
Activities
Calendar
STI Home Page

Login

If the State, District, or School information is incorrect, click [here](#) to change them. All three must be correct to allow you to login. You can now bookmark this page to make it easier to come back to in the future!

State: Alabama
District: Test District
School Name: TEST SCHOOL

You are logging in as: ☒ Student ☐ Teacher

Identification Number: 02040608

PIN:

Login Reset

Administrator Login

To log in as an administrator, the user must click the **Admin Login** link in the upper left corner of the *Login* screen, and then proceed as described above. Note that in order to log in as a School Administrator, the user must enter his/her Teacher ID as listed in STIOffice, and this ID must be entered with an *Employee Type* of **Admin**. To log in as a District Administrator, the user should enter his/her District Workstation User ID (the user must be a member of the *Admin* group in the STIDistrict Workstation in order to access STIHome as an Administrator).

STI Home

Login
Admin Login
Activities
Calendar
STI Home Page

Admin Login

If the State, District, or School information is incorrect, click [here](#) to change them. All three must be correct to allow you to login. You can now bookmark this page to make it easier to come back to in the future!

State: Alabama
District: Test District
School Name: TEST SCHOOL

You are logging in as: ☒ School Admin ☐ District Admin

Identification Number: 01030507

PIN: ••••••

Login Reset

Other Options in the Login Screen

Prior to logging in, the user may view *Activities* (or school announcements); the school *Calendar*; or the STI Home Page by clicking any of the appropriate links in the upper left corner of the *Login* screen.

STI Home

Login
Admin Login
Activities
Calendar
STI Home Page

Login

If the State, District, or School information is incorrect, click [here](#) to change them. All three must be correct to allow you to login. You can now bookmark this page to make it easier to come back to in the future!

State: Alabama
District: Test District
School Name: TEST SCHOOL

You are logging in as: ☒ Student ☐ Teacher

Identification Number:

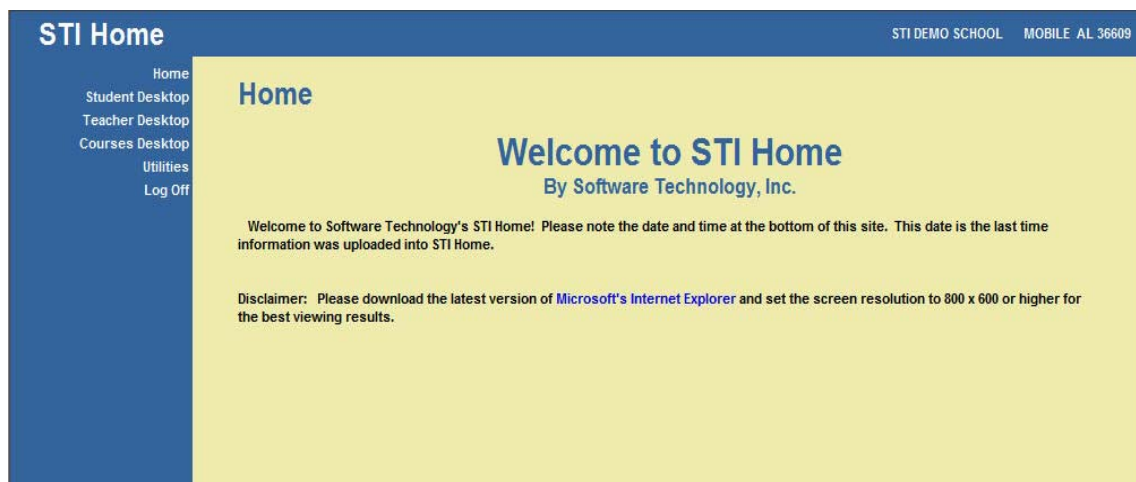
PIN:

Login Reset

District Administrator Home Page

After logging in as a District Administrator, the user will have several options.

- **Student Desktop** may be used to search for student information for any student in the district.
- **Teacher Desktop** may be used to search for teacher information for any teacher in the district.
- **Courses Desktop** is used to view the course catalog for any school in the district.
- **Utilities** may be used to view STIHome usage statistics for the district. Here the user may also generate reports listing students or teachers who do not have PIN's assigned.



Student Desktop

The user may search for students in the district by *Student Number*, *PIN*, *Last Name*, *First Name*, *Street Name* or *School Name*. The search system will accept partial names or numbers in any of these fields to retrieve “wildcard” results (for example, the first few letters of a last name will pull up all students whose last names begin with those letters).

The screenshot shows the STI Home Student Search form. The page has a blue header with "STI Home" on the left and "STI DEMO SCHOOL MOBILE AL 36609" on the right. A blue sidebar on the left contains a menu with "Home", "Student Desktop", "Teacher Desktop", "Courses Desktop", "Utilities", and "Log Off". The main content area is yellow and features the heading "Student Search". Below this, there is a search form with six input fields arranged in a 3x2 grid: "Student Number", "PIN Number", "Last Name", "First Name", "Street Name", and "School Name". Below the input fields are two buttons: "Search" and "Clear".

Teacher Desktop

The user may search for teachers in the district by *Teacher Number*, *PIN*, *Last Name*, *First Name*, *Street Name* or *School Name*. As with the student search, the system will accept partial names or numbers in any of these fields.

The screenshot shows the 'STI Home' header with 'STI DEMO SCHOOL' and 'MOBILE AL 36609' on the right. A left sidebar contains links: Home, Student Desktop, Teacher Desktop, Courses Desktop, Utilities, and Log Off. The main content area is titled 'Teacher Search' and contains a form with six input fields arranged in a 3x2 grid: Teacher Number, PIN Number, Last Name, First Name, Street Name, and School Name. Below the grid are 'Search' and 'Clear' buttons.

Utilities

The **Utilities** section may be used to view the total number of logins made by parents or teachers. The administrator may also view reports listing any students or teachers who do not currently have PIN's assigned.

The screenshot shows the 'STI Home' header with 'STI DEMO SCHOOL' and 'MOBILE AL 36609' on the right. A left sidebar contains links: Home, Student Desktop, Teacher Desktop, Courses Desktop, Utilities, and Log Off. The main content area is titled 'Utilities' and displays 'State: Alabama' and 'District: STI DEMO DISTRICT'. Below this, it says 'You can see the statistics on the basis of following criteria:' followed by two buttons: 'Total Logins' and 'Other Statistics'.

Total Logins Report

The Total Logins report is run per school. To generate this report, choose the school from the drop-down list and then select the date range by entering the month/day/year in the *From* and *To* drop down boxes. Click **Submit** to build the report.

The screenshot shows the 'STI Home' header with 'STI DEMO SCHOOL' and 'MOBILE AL 36609' on the right. A left sidebar contains links: Home, Student Desktop, Teacher Desktop, Courses Desktop, Utilities, and Log Off. The main content area is titled 'Total Logins' and contains a form with the following fields: State (Alabama), District (STI DEMO DISTRICT), School (STI DEMO SCHOOL with a dropdown arrow), From: (August, 16, 2005 with dropdown arrows), To: (August, 16, 2006 with dropdown arrows), and a 'Submit' button.

Sample Total Login Report

STI Home

STI DEMO SCHOOL

MOBILE AL 36609

Home

Student Desktop

Teacher Desktop

Courses Desktop

Utilities

Log Off

Total Logins

State: Alabama

District: STI DEMO DISTRICT

School: STI DEMO SCHOOL

Total Student Logins	Total Teacher Logins	Unique Students Logins	Unique Teachers Logins	Failed Students Logins	Failed Teachers Logins	Student Page Visited	Teachers Page Visited
245	86	121	51	97	13	2494	848

Student	
Page	Hits
Assignment	294
Assignment Detail	176
Attendance	92
Calender	167
Class Attendance	107
Current Class Average	440
Discipline	118
Grades	476
Notes	162
Notes Detail	36
Schedule	97
Student Events	20
Welcome	309

Teacher	
Page	Hits
Add Notes	42
ADD/EDIT Planner	23
Attendance	63
Calender	77
Edit Notes	1
Notes	190
Notes Detail	127
Planner	119
Planner Details	83
Teacher Edit Notes	4
Welcome	119

School Administrator	
Page	Hits
Reports	3
Statistics	3
Student Intpin Report	1
Teacher Intpin Report	1
Utilities	5
Welcome	2

- The *Total Student Logins* field shows the total number of logins by students or parents. This number would include multiple logins by the same student from two different IP addresses.
- *Total Teacher Logins* lists the total number of logins by teachers.
- *Unique Students Logins* lists the total number of logins per student, regardless of how many IP addresses are used to access the student. Multiple logins by the same student from different IP's will only be counted once for this value.
- *Unique Teachers Logins* lists the total number of logins per teacher regardless of how many IP addresses are used to access the teacher. Multiple logins to the same teacher from different IP's will only be counted once.
- *Failed Students Logins* shows the total number of failed attempts to login as a student. This is usually due to an incorrect Student Number or PIN, but if this number is unusually high, it may be an indicator of a "hacking" attempt. If this is suspected, please contact STI Technical Support for assistance in tracing these failed login attempts.
- *Failed Teachers Logins* shows the total number of failed attempts to login as a teacher. This is usually due to an incorrect Teacher Number

or PIN, but as with the Failed Student Login field, an unusually high number here could indicate a hacking attempt.

- *Student Page Visited* lists the total number of page views of STIHome's student-related Web pages.
- *Teachers Page Visited* lists the total number of page views of STIHome's teacher-related Web pages.
- Below these statistics is a breakdown of individual Student, Teacher, or Administrator-related Web pages viewed.

Other Reports

The **Reports** options are accessed by clicking the **Other Statistics** button.

Reports Available Now	
Report of the Students without the InPin	Click Here
Report of the Teachers without the InPin	Click Here

There are two options here:

- Report of the Students without the InPin
- Report of the Teachers without the InPin.

These options will produce reports listing any students or teachers who do not currently have STIHome PIN's assigned to them.

Sample Students Without InPins Report

STI Home
[Home](#)
[Student Desktop](#)
[Teacher Desktop](#)
[Courses Desktop](#)
[Utilities](#)
[Log Off](#)

STI DEMO SCHOOL MOBILE AL 36609

Students Without InPins

State: Alabama
 District: STI DEMO DISTRICT
 School:

Page 1 of 21

Student Number	Last Name	First Name	Phone	School Number
65432	APPLE	FIONA	555-5556	DEMO
7676544	KALE	KATHRYN	555-5555	DEMO
7776565	SPRINGER	JERRY	555-5555	DEMO
20050020	APPLE	LAUREN	555-5555	DEMO
20050060	APPLE	STEPHEN	555-5555	DEMO
20050085	BANANA	JESSICA	555-5555	DEMO
20050260	BANANA	MICHELLE	555-5555	DEMO
20050320	BEANS	CHRISTOPHER	555-5555	DEMO
20050330	BANANA	CATHERINE	555-5555	DEMO
20050350	BANANA	JOHN	555-5555	DEMO

[1 2 3 4 5 6 7 8 9 10] Next: Last

Sample Teachers Without InPins Report

STI Home
[Home](#)
[Student Desktop](#)
[Teacher Desktop](#)
[Courses Desktop](#)
[School Events](#)
[Utilities](#)
[Attendance Calendar](#)
[Log Off](#)

STI DEMO SCHOOL MOBILE AL 36609

Teachers Without IntPin

State: Alabama
 District: STI DEMO DISTRICT
 School: STI DEMO SCHOOL

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Student Number	Last Name	First Name	Type	Phone
20040030	BANANA	BOBBY	T	
20040040	BANANA	ROBERT	T	
20040050	BANANA	CAROLYN	T	
20040060	BANANA	JOSEPH	T	
20040070	BANANA	KEN	A	
20040100	DOUGHNUT	KATHRYN	T	
20040120	DOUGHNUT	MARY JANE	T	
20040130	FROG	MARY	T	
20040150	FROG	MARTIN	A	
20040160	GRAPE	JEFF	T	

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